

LaGov HCM Paid Agency Affordable Care Act (ACA) Action Items
From the August 2015 Training

- Identify non FT employees hired in pay period 22 2014 and later and establish an Initial Measurement Period (IMP) for them. You may need to offer them health coverage prior to the Standard Measurement Period (SMP) and the 2015 annual enrollment if they are identified as ACA eligible.
- Set up IT9004 records for all employees for 2015 and 2016.
- Prepare to complete Standard Measurement Period (SMP) calculations for PP 22 2014 – PP 21 2015 to identify non FT employees working the entire measurement period who need to be offered health coverage during the 2015 annual enrollment.
- Identify ACA FT employees in 2015 who do not have health coverage and obtain a “Waived GB-01” from them.
- During annual enrollment, provide a GB-01 to all eligible employees who don’t have coverage and have them complete to make their 2016 election (waive or enroll).
- Review ZP189 (ACA Audit Report) and correct errors.
- Clean up system data, as necessary.
- Prepare a plan for maintaining documentation; review and update your retention schedule if necessary.